

Position Title:	Financial Accountant
Reports To:	Finance Manager
Direct Reports:	3 (Accounts Administrator, Accounts Receivable and Assistant Accountant)
Key Relationships:	<ul style="list-style-type: none"> ▪ Management Accountant ▪ Operational Business Units ▪ Supply & Logistics ▪ Design and Engineering ▪ Enterprise Business Units ▪ Banks, Auditors, Tax Advisors, Customers and Insurers
Primary Location:	Christchurch
Status:	Full Time – Permanent
Version Date:	May 2023

1.0 Our Organisational Profile

Connetics is a multi-disciplined, multi-regional electrical design, construction, and maintenance business delivering electrical infrastructure assets for customers throughout Aotearoa.

With depots in Wellington, Central Otago, Westport, Paraparaumu and Christchurch our purpose is to **deliver energy solutions for our communities**. We aim to exceed our customers' current and future needs by innovating, designing and delivering electrical projects, proactively harnessing opportunities in the fast-evolving energy landscape.

Connetics is a wholly owned subsidiary of Orion NZ Ltd (a Christchurch City Holdings Limited company) which operates within an Orion Group ecosystem as the electricity distribution services unit.

The Orion Group purpose to **power a cleaner and brighter future with our community** captures the contribution we want to make to the wellbeing and prosperity of our community. We are committed to taking a lead in sustainability and delivering innovative future energy services.

2.0 Your Position Purpose

The Financial Accountant role is responsible for running the accounting and financial activities of Connetics by analysing and reporting on costs, productivity, margins and company expenditures. This role leads the financial accounting and month end processing activities, as well as providing some management accounting support to the business. Providing accurate and timely financial information to other departments, this also role delivers technical advice and ensures compliance with all financial regulatory frameworks.

3.0 Key Accountabilities

Accountability	Description of Key Tasks
Financial Accounting	<ul style="list-style-type: none"> ▪ Prepare the monthly management accounts, distribute to the relevant stakeholders, and prepare the financial commentary for the Board for further review ▪ Prepare the Connetics annual statutory accounts and co-ordinate the external audit ▪ Oversee all activities relating to accounts payable, accounts receivable and credit control ▪ Maintain and develop policies and procedures used within financial accounting ▪ Conduct internal audits of financial accounting activities ▪ Reconcile bank statements and general ledger balances ▪ Ensure funds are available to meet Connetics business needs ▪ Prepare other financial information as required ▪ Ensure balance sheet reconciliations are prepared and reviewed in a timely manner ▪ Review general ledger accounts for any anomalies and correct as required ▪ Update and maintain relevant details within the ERP system ▪ Deliver all activities to meet agreed timelines
Management Accounting	<ul style="list-style-type: none"> ▪ Financial reporting ▪ Analysis of revenue/expenses as required
Tax Accounting	<ul style="list-style-type: none"> ▪ Responsible for GST and FBT returns ▪ Responsible for income tax calculation ▪ Review PAYE
Fixed Assets	<ul style="list-style-type: none"> ▪ Review the general ledger for items that should be capitalized ▪ Work with the Fleet and Property Manager to ensure an appropriate capitalisation programme is maintained, providing guidance on relevant assets ▪ Review and maintain the fixed assets ledger to ensure any asset movements are approved
Financial Policies, Procedures and Systems	<ul style="list-style-type: none"> ▪ Ensure the Company complies with all legal and statutory obligations such as IRD returns (GST, FBT etc), Department of Statistics returns and similar ▪ Ensure comprehensive understanding and compliance with NZIFRS accounting standards (including but not limited to lease and intangible asset treatment) ▪ Develop, monitor and review financial policies and procedures for the Company as required

	<ul style="list-style-type: none"> ▪ Ensure compliance with payroll related legislative changes including the Holidays Act ▪ Support payroll as required, including supporting system support partners to ensure SAP payroll and finance is accurate and complies with legislative requirements
Related Parties	<ul style="list-style-type: none"> ▪ Provide financial information to parent company (Orion) as required and to agreed timeframes. This information will include provisional taxation figures, related party balances, management reports, half yearly reporting packs and any other information ▪ Liaise and provide information to other entities in the CCHL group as required
Banking Relationships	<ul style="list-style-type: none"> ▪ Review and co-ordinate the creation and release of performance bonds as required ▪ Acts as administrator for the company credit card account to add, cancel or alter card limits as required ▪ Review company credit card expenditure ▪ Prepare and review foreign currency transactions as required including foreign currency contracts
Miscellaneous	<ul style="list-style-type: none"> ▪ Assist and submit insurance claims as required ▪ Approve expenditure, cost write-offs, credit assessments and other miscellaneous functions as per DLA and as required
Team Leadership and Performance	<ul style="list-style-type: none"> ▪ Support of the accounts payable and accounts receivable staffing team, promoting and maintaining a culture that achieves a high level of morale within the group and encourages performance, productivity, openness, employee satisfaction and trust ▪ Provide support, direction and act as backup to transactional accounting roles within the Finance team ▪ Provide training and review work completed by the Assistant Accountant ▪ Share technical knowledge and expertise by mentoring and training team members as required
Health & Safety	<ul style="list-style-type: none"> ▪ Model the expected Health, Safety and Environment behaviours for Connetics ▪ Ensure compliance with Health and Safety legislation at all times for self and your team ▪ Proactively identify and eliminate hazards and contribute to the work environment to ensure safety measures are in place, compliant and operational ▪ Keep yourself safe and follow all processes in the Connetics H&S system, providing feedback on any improvements that can be made ▪ Support Connetics to provide an emergency response in emergencies and adverse events including weather events. In most situations this

	will be normal work but may include secondment to different teams and/or different tasks and potentially different locations suited to the individual's ability and circumstances to enable the provision of comprehensive support to customers and communities
Teamwork and Support	<ul style="list-style-type: none"> ▪ Demonstrate collaborative and inclusive personal leadership, leading as a host and empowering others to perform by providing advice, support and assistance as needed ▪ Role model expected behaviours and lead by example, proactively championing our values, mission and company/business unit initiatives ▪ Be seen as a positive role model for the Finance Team at Connetics, acting with professionalism ▪ Always act for the good of Connetics and in full support of the Connetics goals ▪ Foster and develop effective relationships with team members and all other internal and external customers ▪ Foster and support a learning environment within the immediate team and wider Connetics team by: <ul style="list-style-type: none"> ○ sharing technical knowledge and expertise ○ providing training to staff as required ○ sharing relevant customer knowledge to enhance customer service

4.0 Your Qualifications and Experience

Qualifications / Experience	Essential	Desirable	Beneficial
Chartered Accountant or similar	✓		
B.Com (Accounting) or 5 years equivalent experience.	✓		
Senior Accounting experience in medium to big business environment		✓	
Supervisory/management experience		✓	
Advanced spread sheeting and word processing skills	✓		
Sound knowledge of IFRS and relevant legislation	✓		
Knowledge and experience using SAP or a similar finance ERP system		✓	

Demonstrates a practical knowledge and understanding of all accounting and processing systems	✓		
Demonstrates a high regard for work efficiency, integrity and delivery	✓		
Excellent communicating skills (both written and verbal) and strong time management skills	✓		